Inventory Coordinator

JOB SUMMARY

Reporting to the Finance Manager and the Director of Operations, the Inventory Coordinator has a primary focus on Inventory Management. Applicants must have regular and reliable access to the internet, as well as the motivation to dedicate their time to the organization.

RESPONSIBILITIES

- Assist in the processing of inventory requests
- Research and procurement of inventory requests
- Assist in the maintenance of the print-on-demand inventory shop
- Assist as needed in the creation of standard and consistent policies and procedures

DESired QUALIFICATIONS AND SKILLS

- Able to complete tasks within budget and on time
- Excellent organizational and time management skills
- Ability to handle multiple tasks at once
- Ability to communicate effectively with people in various departments
- Must be able to use Google Docs, Sheets, Excel, Word, and learn new applications used by the organization.